

# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 12-189

**OPEN TO:** All Interested Candidates  
**POSITION:** Maintenance Team Leader  
**GRADE:** FSN-6, FP-8\*  
**POSITION NO:** I-52270  
**WORK HOURS:** Full-time; 40 hours/week

**OPENING DATE:** November 20, 2012  
**CLOSING DATE:** December 03, 2012

\*Not-Ordinarily Resident: US\$ 35,753 p.a. (Starting salary)  
(Position Grade: FP-8 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.603,027 p.a. (Starting salary)  
(Position Grade: FSN-6)

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of a Maintenance Team Leader in the Facilities Management section.

### **BASIC FUNCTION OF POSITION:**

Incumbent is required to supervise the maintenance and repair work in all trades areas of Facilities Management, which include but are not limited to Carpentry, Plumbing, Air Conditioning, Electrical, Masonry and Painting. As a working supervisor, the incumbent provides work guidance to the many skilled manual laborers performing preventive maintenance and repair work on structures and associated equipment of office buildings, residential quarters, and other government owned or leased properties. Performs other related duties as assigned by supervisors.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

**NOTE:** *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

**1. EDUCATION:** Completion of ten years of education is required. Completion of vocational training, or apprenticeship (in any trade) that is recognized as producing a journeyman mechanic, is also required.

**2. EXPERIENCE:** Two years of journeyman mechanic experience (any trade) and one year of working supervisor experience is required.

**3. LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing of English and Urdu is required. This may be tested.

**4. KNOWLEDGE:** Incumbent must have full journeyman mechanical knowledge of established practices and procedures, and must also have a good working knowledge of all trades.

**5. ABILITIES & SKILLS:** Incumbent must be able to use all tools of the trades, and must be able to independently interact with American Officers. A valid Pakistani driving license for Motor Car/Jeep is required. The successful applicant must be willing to obtain a LTV driver's license.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov) . The Vacancy Announcement Number (e.g. 12-189) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with your applications. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: December 03, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.